



COUNTY OF LOS ANGELES

CHIEF INFORMATION OFFICE

500 West Temple Street
493 Kenneth Hahn Hall of Administration
Los Angeles, CA 90012

JON W. FULLINWIDER
CHIEF INFORMATION OFFICER

Telephone: (213) 974-2008
Facsimile: (213) 633-4733

July 19, 2007

To: Department Heads

From: Jon W. Fullinwider
Chief Information Officer

Subject: **COUNTYWIDE INFORMATION TECHNOLOGY AND SECURITY
POLICY 6.112 – SECURE DISPOSITION OF COMPUTING DEVICES**

Proposed Board Policy 6.112 – Secure Disposition of Computing Devices has been developed in response to the request of our Board that County owned or leased computers be sanitized prior to disposition out of the County computer inventory. This could include salvage, donation or sale. The purpose of this policy is to ensure that sensitive or confidential County information is not exposed to unauthorized access following final removal of the equipment from County control. It further specifies that departments must render unreadable any sensitive/personal information prior to transferring a computer to another County user or prior to being sent out for vendor repair.

This policy specifies that information must be rendered unreadable and unrecoverable prior to disposition. However, it does not provide specific techniques since they may vary according to the resources of each department and changing technology. A standard with specific remedies is being reviewed by the County Information Security Steering Committee (ISSC) and will be published to departments in support of this policy. It will be providing secure options and will be modified as needed to take advantage of technological improvements and available tools.

Policy 6.112 was finalized and approved by the ISSC, reviewed by my office and approved by County Counsel for Board approval. It has also been submitted for review by the Audit Committee. Please review the attached and return any comments to my office by August 3, 2007 to be incorporated prior to approval.

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July 19, 2007
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If you have any questions or need additional information, please contact Al Brusewitz, Chief Information Security Officer, at (562) 940-3873 or abrusewitz@cio.lacounty.gov.

JWF:AB:sjc

Attachment

c: Lisa Nunez, DCEO-Operations
Raoul Freeman, Chair, ISC
Chief Information Officers/Information Technology Managers

P:Final Documents/CIO/Security/CIO Memo-Disposal Policy.doc



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